

## **Technical Questions and Answers**

### **PR-HQ-03-12003**

Q: Can you clarify the total number of proposal copies that each Offeror must submit to the Government?

A: The total number of copies to be submitted by the RFP closing date is 7 copies; i.e. an original and 6 copies.

Q: Are we correct in assuming from RFP Attachment 6 that we would send the Past Performance Questionnaire (Attachment 5) to a maximum of 10 clients listed in the Past Performance Matrix, even if more than 10 clients appear in this matrix?

A: Yes, Past Performance Questionnaire should be submitted for at least 3 clients to a maximum of 10 clients. Past Performance Questionnaire should provide information that directly relates to the type of work listed in the Statement of Work. Also note in the Client Authorization letter the RFP number referenced is incorrect. The correct RFP number should be PR-HQ-03-12003 "Statistical and Technical Support for the Assessment of Toxic Substances" and the return address should read:

Sandra C Caesar  
Program Contract Service Center  
US Environmental Protection Agency  
1200 Pennsylvania Avenue MC 3803R  
Washington, DC 20460

Q: Can you verify that we are to propose a total of 7 Key personnel, rather than 8 as specified on RFP page 3-2?

A: You are to propose 7 Key Personnel, as listed in Section H.25 Key Personnel, the number 8 shown on page 3-2 is a typo.

Q: In Attachment 2, Part D of the RFP, there is a list of labor hours by professional level and period. The hours per period add to 24,000, which is consistent with the base hours per period listed in RFP Section H.8. Given that the total optional hours per period is 12,000 hours or 50% of the base hours (RFP Section H.9) can we assume that the optional hours per period would be 50% of the base hours listed in Attachment 2 for each professional level? (For example, in the Base Period, P-4 hours would equal 4,800 for the base amount and 2,400 hours for the optional amount).

A: You may safely assume that the maximum hours for each professional level is 50% of the base amount. Please remember that the optional hours should then be divided into 4 orders of 3,000 hours (see Section H.9).

Q: Will a “pop quiz” be part of the Oral Presentation?

A: Yes a “pop quiz” will be part of the Oral Presentation.

Q: Is the 60 minutes allocated to Understanding and Approach exclusively for our presentation of the 25 slides that we submit with our proposal?

A: Yes

Q: Are we permitted to bring and use a flip chart or blank paper or set of blank transparencies in the presenting our responses during the Question and Answer session?

A: Yes, you may also use the flip chart or blank transparencies in response to the “pop quiz”.